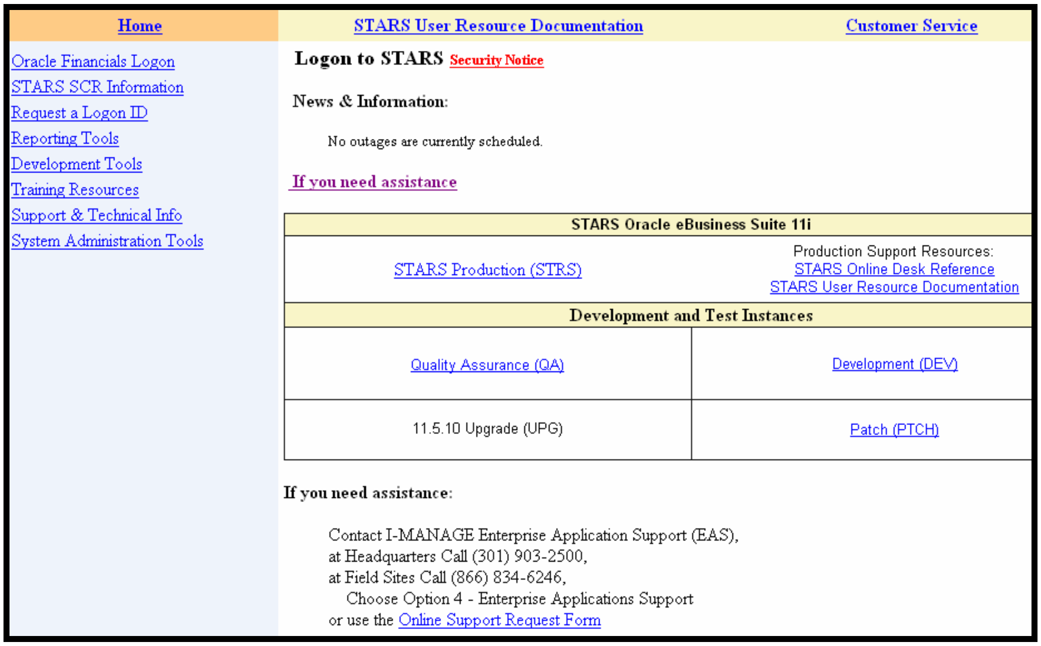
Accessing the STARS Balance Sheet

1. To access STARS go to the website: http://crinfo.doe.gov/officedocs/cf40/stars/ and click on STARS Production (STRS).



2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button

3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

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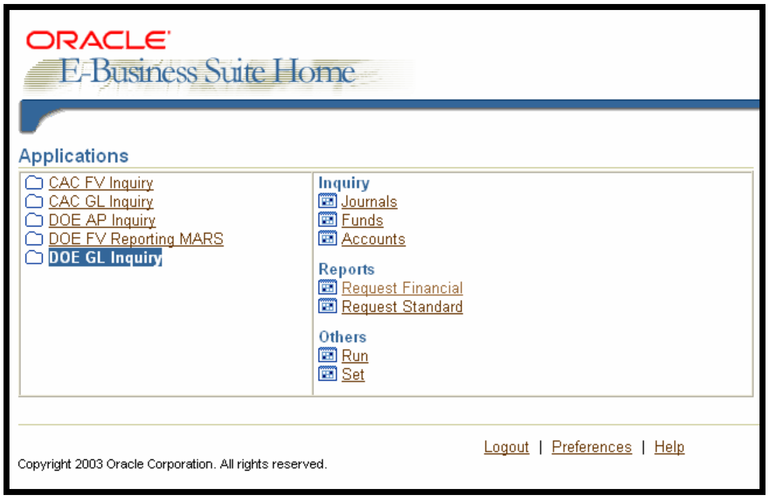
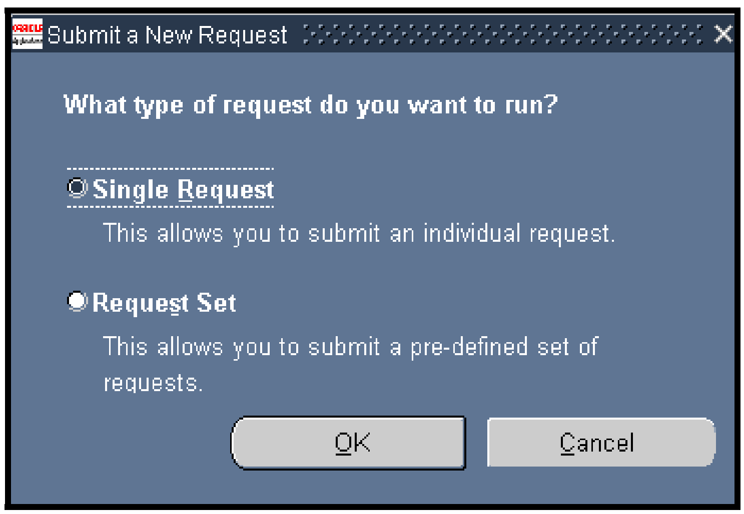
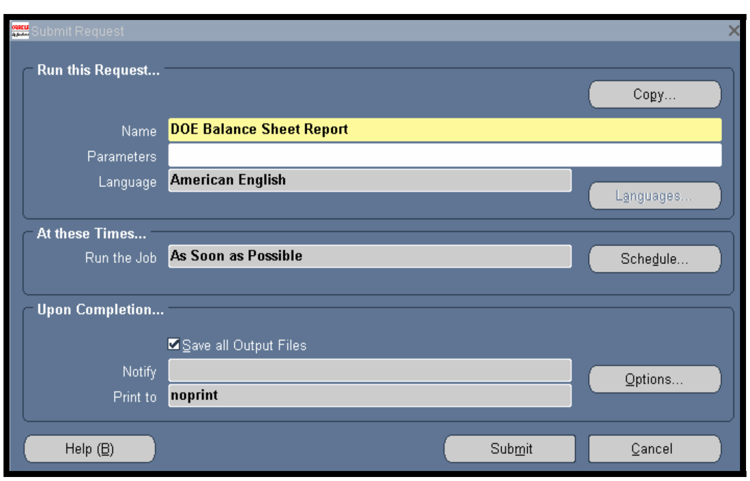
4. Under “Reports” click on Request Standard.



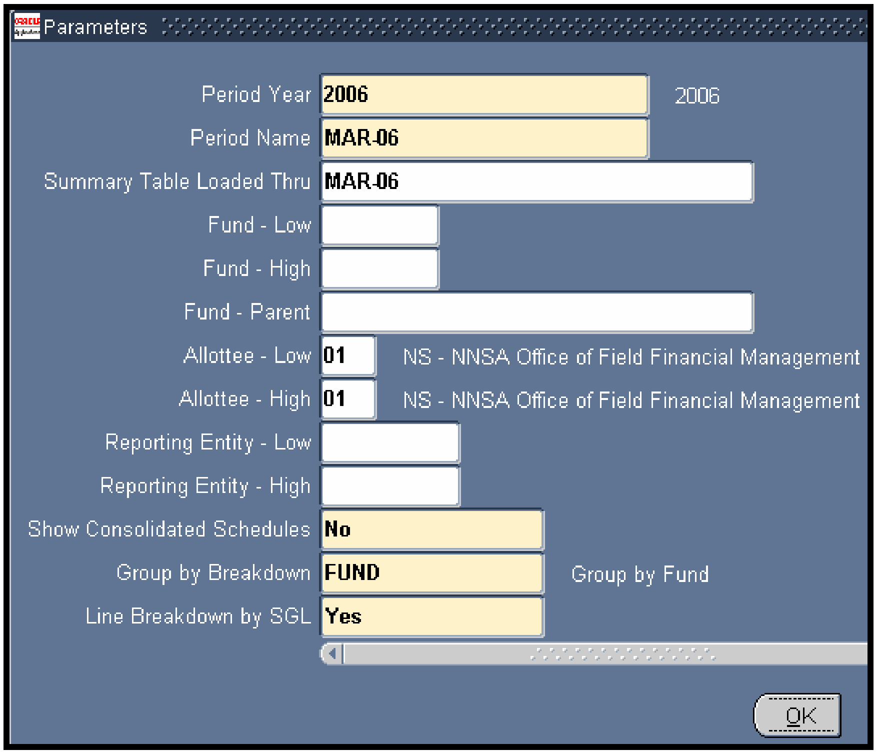
5. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



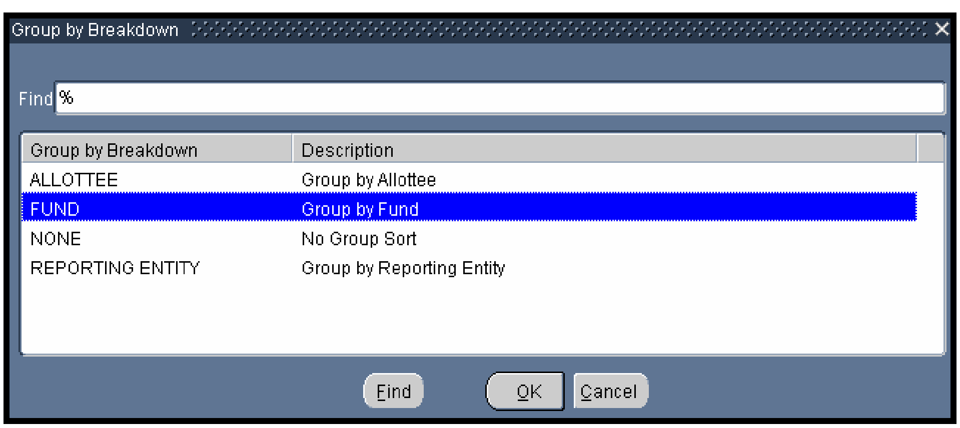
6. Enter “DOE Balance Sheet Report” in the name field. Press Tab.



7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
   a. Period Year “2006”. Press Tab.
   b. Period Name “MAR-06”. Press Tab.
   c. Summary Table Load Thru “MAR-06”. Press Tab four times.
   d. Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
   e. Enter NO in the Show Consolidated Schedules box which is ONLY used by HQ. Tab once or twice to get a more detailed report. See step F below.

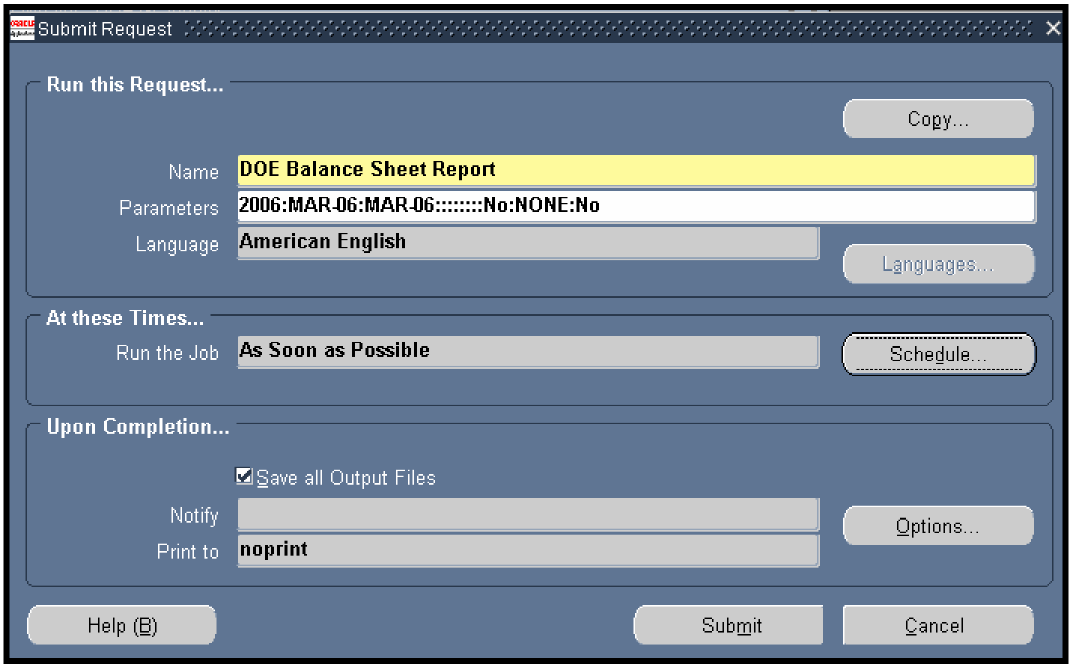


   f. To utilize options of the last two ranges click on the ellipsis (…) box to get the LOV (List of Values). For example, you can group your report by Fund or Reporting Entity and or have Lines Breakdown by SGL. If you list all funds for your allottee there with be a summary total page that follows.

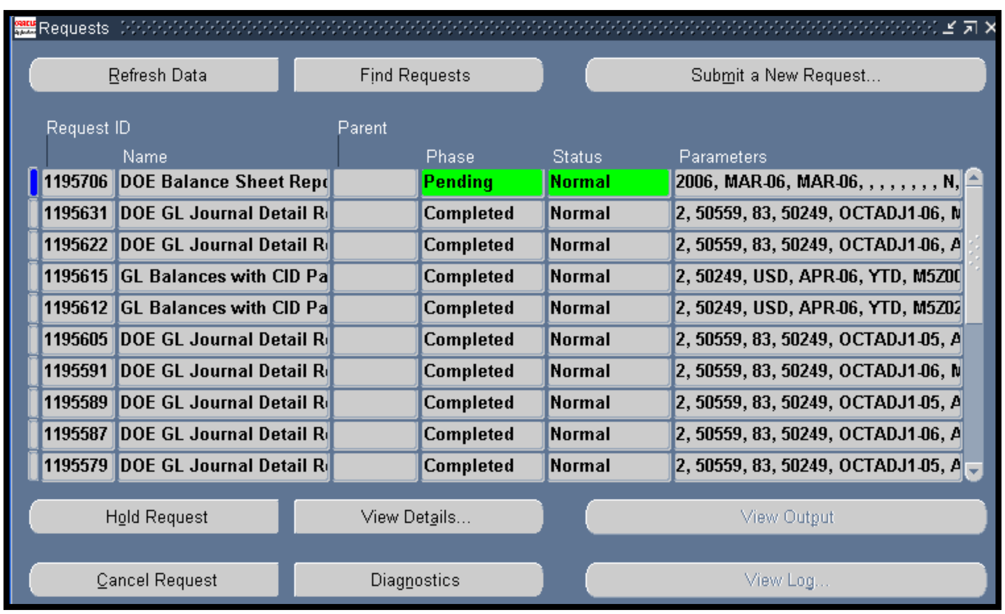


Accessing the STARS Balance Sheet

8. Press OK. This will take you back to the Submit Request screen.



9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.



10. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

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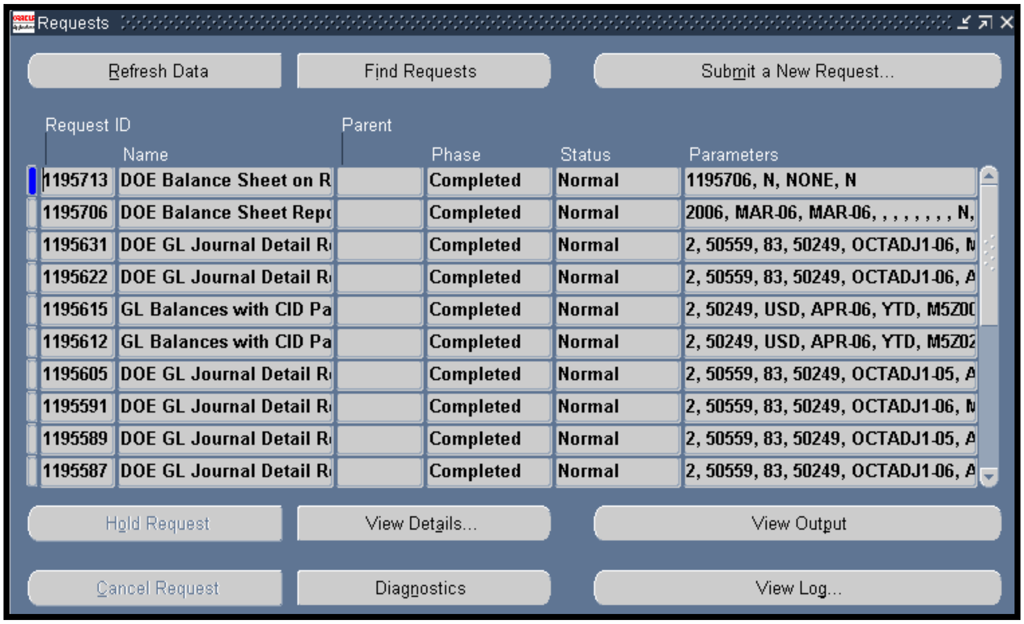
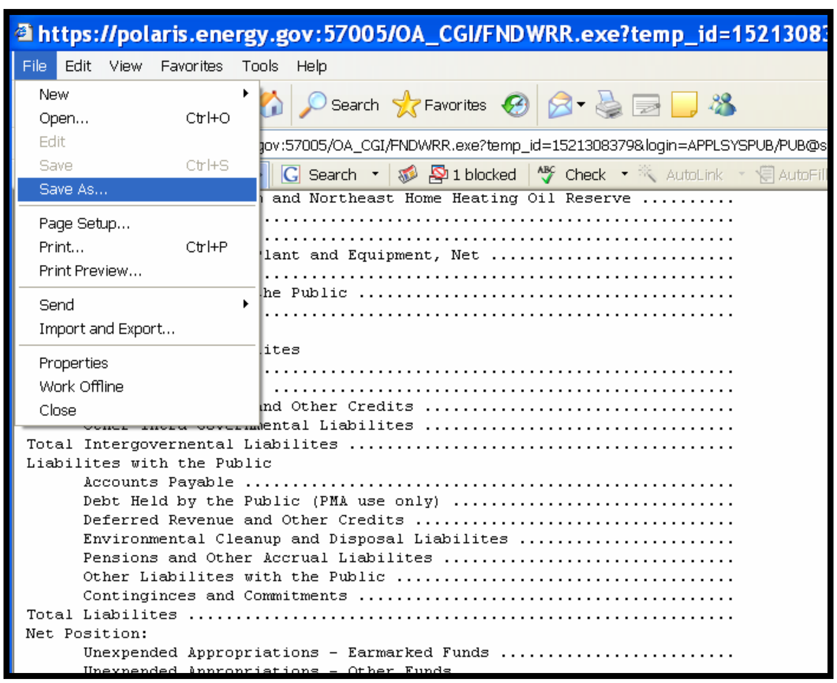


Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “All My Requests” radio button is selected and click Find.

11. To print your file save your report as a text file. See instructions below on saving report as a text file.
12. Click File on the menu bar and select Save As.



13. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.